SOURCE Judges Responsibilities

Judges Expectations

Judges will provide feedback to our students and help them become more effective communicators. Scores and feedback also allow us to recognize outstanding presentations.

- Preparation
    - Before SOURCE, Judges are encouraged to attend a session to meet and discuss guidelines, ask questions, and ensure that everyone is on the same page. Judge Information sessions TBD.
    - On the day of SOURCE, Judges should check in at the command center 30 minutes prior to the session.
        - Judges should know where and when the projects are occurring to ensure everyone who wants to be judged is given the opportunity.
    - Go to the session room at least 5 minutes before the session begins. Please greet all the presenters in this session.

- Judging
    - Judges are encouraged to ask questions and engage with the presenters.
    - Submit the judging form online **no later than 8 pm on the event** day.
        - If judges have difficulty with online forms, hard copies will be available in the command center. A few laptops will be available so judges can submit their scores online. Volunteers in the command center will assist judges who have trouble submitting their forms.
    - Provide scores and written comments.
        - Review the abstracts of these projects before the presentations. Be aware of ethical considerations for the field the presentation is in.
        - Be impartial and objective.

- **Students *WILL* receive your feedback**. Indicate if you think a presentation is truly outstanding to nominate them for our new OUR award. Additional award winners will be selected for each session.
- **Students will *NOT* see if you nominate them for the SOURCE awards**.

- Session Chairs: this year, we will ask student participants to volunteer to lead/facilitate a session independently. If the student cannot perform session chairing, we will ask one of the judges to be a session chair (thank you for your support).
  - Keep track of time and ensure that presenters don't exceed their time limit using colored cue cards to communicate the time remaining to presenters.
  - Announce each presenter and presentation details to the audience.
- Complete and submit a final online feedback form promptly.

Command Center
A command room in <mark>SURC TBD</mark> and <mark>Library TBD</mark> will be a help/info-desk/home base for all volunteers, faculty mentors, and participants. If you have any questions or problems during SOURCE or your session, volunteers & staff will be available in the Command Center throughout the event to help resolve any issues. Light refreshments will also be provided as a thank-you for helping us run SOURCE smoothly!

You can also email SOURCE@cwu.edu or call **TBD**.

Award Ceremony
All judges are invited to the SOURCE Award Ceremony on May 21st to celebrate all the student's scholastic achievements.